

DIRECTOR'S REPORT MAY, 2022

ADMINISTRATION

The May meeting is our annual organizational meeting with numerous actions for Board Members to consider and confirm as listed on the agenda. Also, Phill Cherry will be given the oath of office following his appointment at the April, 2022 Board Meeting.

Dave Gorka, our IT contractor from B Practical Solutions, will be present to highlight the new dual authentication system and other upcoming IT plans. Dave has another evening commitment, and I would ask that we move him up on the agenda to speak after Phill takes the oath of office.

Filming concluded last week with lots of great footage taken, including residents completing community-wide surveys, playing at parks, gardening, and golfing, with additional locations at Lincolnway Special Recreation Association's building and their universal design playground. In addition to our main video, shorter videos will also be prepared for our use on social media. Technology has advanced to the point where this will begin development of our video library which staff can use to generate awareness and action for all Park District areas.

Staff are working on a project cover sheet that will help us to calendar and detail projects across all departments. Once refined, this will be a great tool for the Board and staff to better understand the full scope of a project – contractor, location, timeline, supplies, as well as projected and actual budgets.

Senior Night was held at Lincoln-Way East High School on May 4, 2022. Thanks to our generous sponsors, FSPD was able to provide nine \$1,000 scholarships to deserving high school seniors.

At the conclusion of the meeting, I will ask for an Executive Session to review closed session minutes and recordings.

MAINTENANCE

We met with Cardno, our natural areas contractor, to review priorities and plans. As a result, Cardno provided a Natural Areas Comprehensive Report Proposal which will include an assessment of each site and a Best Management Practices (BMP) Plan assessment for each natural area.

I will ask for consideration and approval of the Comprehensive Natural Areas Report that is included with the May Board packet, at a cost of \$12,500.

Planning for the Champions Park project continues. The first step will be removal of fencing after August 30, to enable men's softball to finish their season.

Fitness equipment at Lincoln-Way North was checked at F.A.N., and needed treadmill repairs were completed.

The high bid for equipment approved for disposal at the April Board Meeting was \$51,000. Staff approved the bid and released the equipment.

RECREATION

The brochure was released, and program registration is going well. We continue to see increased program registrations.

Braemar Dance Center's (BDC) Showcases are the highlight of the year, with hundreds of dancers and thousands of family and friends cheering from the audience. Congratulations to Donnette and Kari, our lead instructors, our many talented teachers and aides, dancers, and their families for an awesome show!

Staff met with resident Cyndi Grobmeier to support her tremendous efforts with the annual Tree Dedication and Maddog Strong 5K and 10K Walk and Run scheduled for June 24 – 25.

SPECIAL RECREATION

LWSRA hosted the North American Wheelchair Basketball League World Championships at LWN. WGN News featured the event, and included interviews with LWSRA Executive Director and FSPD resident, Keith Wallace, and Jake Williams, LWSRA Adaptive Sports Coordinator. FSPD staff managed the facility, and oversaw a free weekend to promote F.A.N. opportunities.

The LWSRA Board Meeting is scheduled for May 17, 2022.

FINANCE AND PLANNING

Preliminary audit fieldwork and initial meetings were completed. Auditors will be onsite May 31, June 1, 6, and 7 to complete the full audit. Courtney from Lauterbach and Amen will be at the August 18 Board Meeting to present the audit.

GOLF COURSE

We are pleased with the new Reliable staff, led by Hunter Rowe, Superintendent. They were quick to learn the course and equipment, even with challenging weather conditions. Reliable has provided additional oversight, and meets regularly with FSPD staff.

Play continues to increase as weather improves.

Campfire Concepts continues work on our golf course marketing plan, and is scheduled to present at the July 21, 2022 Board Meeting at Square Links.

OFFICE

The office staff continue to learn about all things FSPD and train on the RecTrac registration software. They all bring a fresh set of eyes on existing procedures and offer suggestions for improvements.

Community Room rentals officially returned on Friday, May 13, 2022.

RISK MANAGEMENT

Before we paused for Covid, our CPR/AED/First Aid trainings took about 8 hours, which is a big time commitment for both instructors and staff. With additional opportunities becoming available, Arliss is working to develop an online and in-person blend to develop a more sustainable approach as we work to update staff certifications.

PDRMA's review of the Park District returns this year with a new process – the Risk Management Review (RMR). It begins with a kick-off meeting on June 22, 2022 with PDRMA and FSPD staff.

COMMUNITY UPDATES

A big thank you to the scouts for their efforts collecting garbage in the parks in May for an Earth Day project.

Respectfully submitted:
Audrey Marcquenski
Director

Monthly Department Summary

Department: Administration

Month/Year: April, 2022

Daily/Weekly Tasks

Completed payroll and accounts payable, and all related tasks.

Created new employee files.

Added individual documents to training files and computer data bases.

Tabulated inspection sheets for building, vehicles, sled hill, etc.

Reorganized AED/CPR files.

Managed daily correspondence.

Participated in staff, planning, and safety committee meetings. Took minutes and transcribed for distribution.

Assembled all Board documents, save to W: drive.

Posted Board agenda and hyperlinked documents. Sent Board/staff/press notifications.

Attended Board Meeting, took minutes and transcribed for distribution and historical record.

Proofed weekly Facebook posts, forward to Social Media Coordinator.

Forwarded sign change information to Ed, updated LED sign, as needed.

Provided Square Links passes to various organizations for their fundraising efforts.

Updated budget as needed, prepared Operating Budget.

Updated concession services agreement for local community group.

Initiated OSHA Form 300 for current year.

Communicated with Chapman and Cutler and OPTCB regarding TAW.

Special Projects

Worked through registration process for SAM/GATA, a requirement for the OSLAD grant application.

Work continues with the reporting of new hires as well as end of employment and seasonal rehires.

Completed and uploaded March 12 payroll information to U.S. Census in response to annual request.

Began rollover and archival filing of AP and payroll files in preparation for end of fiscal year.

Created a new method of online CPR/AED training for employees.

Coordinated CPR/AED training for employees.

Organized CPR training sessions.

Attended OMA and FOIA webinars presented by the Illinois Attorney General's Office.

Attended remote meetings with Silversmith Strategies, videographer.

Proofed and formatted park-by-park summary provided by Executive Director.

Prepared Sale of Excess Equipment Ordinance and bid packets.

Renewed annual Adobe Pro licenses through Dell.

Monthly Department Summary

Department: Park Maintenance

Month/Year: April-22

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing, our facilities daily, per building use schedule, and work requests. Outer buildings (concession stands and washrooms) have been added to the rotation.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed district wide. Thank you to the scouts for the Earth Day clean up day April 23.
Playground maint & repairs	Raking surfacing under swings slides and other kick-out areas is a routine task. Vandalism and graffiti is removed as needed.
Signboard Changes	as needed
Respond to public questions	Maintenance staff followed up scouts to remove bags of litter picked up for the earth day event. Staff finished litter picking one area at Crystal Lake. A neighbor was not happy with the Earth Day event and the three big bags of trash that were collected at that site.
Administrative	Bills (submit & code to proper line item). Front desk staff continues helping me with schedules and calendars (Thank You). Advertising for the bidding, of of assests listed for disposal, was done by Linda (Thank you). We accepted the proposal and released the unused equipment. Payroll every two weeks. Sign checks. Meetings. FSPD admin staff finished interviews with landscape architects who responded to the district's 'request for qualifications'. Proposals were requested for work planned at Hunter Prairie and Champions Parks. Write & prioritize capital project lists. Budgeting and calendar lists. I updated the FSPD contact list with Will County Emergency Managment System. Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill". Bill & Al also help out a great deal with inspections.

Special Projects

Sports Fields	Staff have done as much as physically possible to get fields dried out and prepped for practices & games. A huge effort (Thank you!). Port - O - Potties were ordered and deliverd.
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Natural areas	We met with a company rep from Cardno (natural area contractor) to introduce Audrey as the new Executive Director and remind him of our history and the need to prioritize the FSPD. A controlled burn was completed at Island Prairie.
Lincoln Way	FAN treadmills were repaired. We hosted a PDRMA workshop Trucks & Trailers using the gym and the large north west parking lot.
Square Links	Reliable's new greens keeper superintendent Hunter Rowe started at the beginning of the month. New trees on the hole #1 path project were picked up, then planted by the grower at a much better price than quoted by another contractor.
Parks	Keeping mowing contractors out of wet areas is a trick. To mow as much as possible - without damage - <i>seems</i> easy. But...
Projects	I am coordinating work between the curb cutting contractor and the asphalt contractor for a few areas along our pathways. Most were suggestions from bike riders in the parks.

Monthly Department Summary

Department: Recreation

Month/Year: April 2022

Daily/Weekly Tasks

- * Interviewed and hired Summer Day Camp Counselor
- * Sent rosters to schools for BAS
- * Completed staff schedules for BAS
- * Printed rosters for BAS
- * Attended Rainbow Dance Competition
- * Submitted pay raises for staff
- * Found a new photographer for dance pictures
- * Planned picture day for the dancers
- * Worked Breakfast With the Bunny
- * Ordered shirts for day camp and the splash pad
- * FAN Staff were trained to use the new POS system & credit card swipe for daily pass sales.
- * Worked with FSBL and Ed Reidy to make sure we got the gate open and fields were ready for their opening day parade/games.
- * Developed and posted the Square Links April tee sheets for Teesnap
- * Updated the sunset calendar for April so Square Links customers know what time the driving range closes.
- * Created and posted the April FAN calendar for the FSPD website.
- * Met with LWSRA at the golf course to discuss plans for the Wheel Chair Basketball Tournament in May.
- * New employee training at Square Links is ongoing.
- * With the help of Toptracer Support - Fixed the issue we were having at the golf course with Toptracer not connecting/staying connected to users phones/tablets on the driving range.
- * Scheduling the lights at LWN for Baseball/Softball/Soccer/Rugby teams is a daily task.
- * Purchased a CDGA membership from the kiosk at the golf course. This will allow staff to better assist golfers who wish to purchase a membership and enter their golf scores to track their handicap.
- * Met with Dan Coughlin to discuss having him take over the responsibility of creating staff schedules for bot FAN and the golf course.
- * With the help of Dave Gorka we got Dan Coughlin all set up with a new Teesnap Administrator user login so he can make changes to the tee sheets if necessary and or adjust pricing (specials).

Special Projects

- * Began working on the fall, 2022 brochure
- * Completed CPR/AED instructor training
- * Completed phone merge from Sprint to T-Mobile
- * Gathered supplies for recital
- * Ordered flowers for dance instructors

Monthly Department Summary

Department: Front Office

Month/Year: April-22

Daily/Weekly Tasks

Answering phones and taking registrations in-person and over the phone.

Send RecConnect blast emails from RecTrac based on department needs for marketing purposes and Covid-19 notification letters.

Bi-Weekly bills and payroll mailing.

Provide the maintenance department a facility calendar two weeks ahead of time every week and email changes daily.

Reserve program facilities in RecTrac to appear on the maintenance calendar.

Balanced for the month of April and put balance worksheets in order by date.

Order office supplies based on department needs.

Balance each morning from both web and in-house transactions.

Dog park renewals and updating shot records in appropriate households every month.

Bank deposits and reconcile pay codes match.

Respond to all info@fspd.org email inquiries.

Update the master calendar with rentals at all locations.

File all applicable programs in the brochure in numerical order for reference and filing at the end of the season

Cancel change request forms for each program and event, complete and process.

Created the BAS registration form for the next school year.

Organize files, binders, etc. for summer registration.

Monitor website turn off programs as applicable.

BAS rosters-organize onto Excel for morning and afternoon by schools.

Reserve scout and homeowner groups facility dates.

Special Projects

Added in new facilities in RecTrac for rental information.

Registration for the 2022-2023 dog park: created and ordered new cards and revised application.

Made the Dog Park application a fillable application to send back via email.

Double checked Breakfast with the Bunny roster, ensured all children were accompanied by an adult.

Archived all fall 2021 programs.

Fob computer training. Activated fobs to certain facilities.

Installment billing run and charge all credit cards for preschool on 4/10.

Installment billing run and charge all credit cards for Company competitors on 4/19.

Installment billing run and charge all credit cards for regular dance classes on 4/1.

Run GL Reports for all installment billing.

Link new credit cards parents provide as they update installment billing.

Turned on all summer programs for patrons to view.

Created a dance pass for correct GL codes. Updated all balancing reports to reflect the new wireless credit card reader at Mary Drew.

Made summer camp paperwork including the deadline calendar, profile reports, and etc.

Billed fields for all outdoor requests based on team needs for the month of April.

Mary Drew & LWN facility indoor billing for the month of April.

Ongoing credit and debit project. Run credit and debit reports every month.

Balance rentals from GL codes for the previous month.

Follow up and send invoices via email and mail to patrons for outstanding debit balances.

Set up the wireless credit card reader at Mary Drew.